



Edneys Hill, Wokingham, Berkshire RG41 4DS

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MISSING CHILD POLICY

Adopted MARCH 2026

At Toad Hall we aim to provide a safe, secure, and caring environment for all its children. However, in the unlikely event of a child becoming lost or missing the following procedure will be carried out in line with Ofsted guidelines.

- Remain calm and do not panic. Implement team delegation of responsibilities. Ensure all other children are taken back into their base room and occupied (i.e., group story) or into a central location if on an outing. Call register.
- At the same time as first action other staff must inform the nursery management, who will close the main gate. Another member of staff will check the CCTV recording for any sightings of the missing child. The premises or area where the child went missing will be thoroughly searched by staff and the search widened if necessary. The facts of the situation should be explained carefully to those who are searching, e.g. - where the child was last seen.
- The manager will need to contact police by dialing 999 after the child has been missing for 10 minutes if child has not been found.
- Be fully aware to communicate child's name, age, circumstances resulting in disappearance, what they were wearing etc.
- The manager will need to contact child's family clearly explaining the situation and maintaining regular contact with them.
- Wokingham Early Years department must be informed. Ofsted need to be informed if police are called.
- Remainder of staff to carry on with the nursery day as normal as possible so not to alarm the other children.
- Once the child has been found the parents should be contacted and other numbers that have been contacted informed if full procedure has had to be implemented.
- All details of the incident are to be recorded on an incident form. After any such event a review of security must be carried out by the manager in conjunction with the appointed health and safety officer and nursery owner.